



Maryland Judiciary

Job Announcement

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Opening Date:	September 17, 2015	Closing Date:	October 1, 2015
Job Title:	Administrative Assistant III	Position Type:	Regular Full Time
PIN:	073280	FLSA Status:	Non – Exempt
Location:	District Court Headquarters - Operations Annapolis, Maryland	Grade/Salary:	J8 \$34,720 - \$41,234
		Financial Disclosure:	No

Essential Functions: This is administrative/secretarial work providing support to the Assistant Chief Clerk of Operations and staff of that office to ensure excellence in operational procedures for internal and external customers of the District Court. Prepares draft correspondence, schedules meetings, verifies time cards, files and organizes paperwork, and manages calendar. Manages, orders and troubleshoots case file folders as well as legal publications for all District Court locations. Answers phone calls and routes to the appropriate party. First line of contact for the Districts when an emergency occurs and sends notifications to all District Court employees regarding the emergency. Maintains mail pick up, sorts and delivers. Maintains office supplies and is responsible for copy machine, fax machine, postage machine, large scanner. Create requisitions for purchase orders for Operations and as needed for the Chief Clerk's office for furniture, IT equipment, software, publications and other necessary equipment and supplies. Assist in compiling budget request reports from all districts. Communicate with DC Finance to ensure proper reporting, accuracy of budget requests and constraints. Maintains log of all procurement activities including corporate credit card. Performs other duties as assigned.

Education: High School diploma or GED

Experience: Three years of experience providing secretarial, clerical, or administrative work involving the use of a personal computer and word processing software.

Notes: Completion of a secretarial or related program from an accredited business school or school of technology may be substituted for one year of the required experience.

Skills/Abilities: Ability to understand and implement departmental rules, regulations, procedures and instructions. Ability to understand and carry out complex oral and written instructions. Ability to accurately prepare and process a variety of reports, records and documents using personal computers, computer terminals. Ability to use court and commercial systems as well as database, spreadsheet and word processing software (such as MS Word, Excel, & PowerPoint). Ability to establish and maintain effective oral and written communications with judges, attorneys, co-workers and the general public and to provide accurate information in a polite, patient and tactful manner both in person and on the telephone. Ability to perform the essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.